



Position Description – Senior Manager, School Operation

Position Details

Position Title:	Senior Manager, School Operation
College/Portfolio:	DSC College
School/Group:	Working across School of Art and School of Fashion & Textiles
Campus Location:	Based at the City or Brunswick campus, however may be required to work and/or be based at other campuses of the University.
Classification:	HEW 10A
Employment Type:	Continuing
Time Fraction:	1.0 FTE

RMIT University

RMIT is a multi-sector university of technology, design and enterprise. The University's mission is to help shape the world through research, innovation and engagement, and to create transformative experiences for students to prepare them for life and work. For more information on RMIT University follow the links below.

<https://www.rmit.edu.au/about>

<https://www.universitiesaustralia.edu.au/university/rmit-university/>

<https://www.rmit.edu.au/about/facts-figures>

Our three main campuses in Melbourne are located in the heart of the City, Brunswick, Bundoora and Point Cook, along with other Victorian locations. There are also two campuses in Vietnam (Hanoi and Ho Chi Minh City) and a centre in Barcelona, Spain. RMIT is a truly global university.

<https://www.rmit.edu.au/about/our-locations-and-facilities>

We are also committed to redefining our relationship in working with, and supporting, Indigenous self-determination. Our goal is to achieve lasting transformation by maturing our values, culture, policy and structures in a way that embeds reconciliation in everything we do. We are changing our ways of knowing, working and being to support sustainable reconciliation and activate a relationship between Indigenous and non-Indigenous staff, students and community. Our three campuses in Melbourne (City, Brunswick and Bundoora campuses) are located on the unceded lands of the people of the Woi Wurrung and Boon Wurrung language groups of the eastern Kulin Nation.

Why work at RMIT University

Our people make everything at the University possible. We encourage new approaches to work and learning, stimulating change to drive positive impact. Find out more about working at RMIT University, what we stand for and why we are an Employer of Choice.

<https://www.rmit.edu.au/careers>

We want to attract those who will make a difference. View RMIT's impressive standings in university rankings.

<https://www.rmit.edu.au/about/facts-figures/reputation-and-rankings>

College/Portfolio/Group

RMIT's College of Design & Social Context brings together creative and practical study in the fields of design, technology and society.

Comprised of nine schools, the College encompasses a wide variety of disciplines of the built environment, education, media & communication, global & social studies and across all fields of art and design. It is this breadth of expertise and the shared commitment to addressing the most urgent challenges and opportunities of our time through interdisciplinary collaboration that gives the College its unique identity.

Our work makes substantive contributions to sustainability and regenerative futures, global and social justice agendas and exploring the nexus of technology and the human experience.

We seek to deepen our understanding and offer possible paths forward for society by addressing these issues with imagination, rigour, and practicality. We do this through excellence in education and research that is future-focused, industry-connected and community engaged.

With over 21,000 students in Australia and Vietnam – from undergraduate students to PhD candidates – learning and researching with a team of over 1000 academics, we are dedicated to fostering an environment that advances knowledge and transforms professional practice.

Through our highly respected research centres, groups and international partnerships, the College is having an impact globally with agenda-setting research that informs government policy, supports industry innovation and advances creative practice.

The College has a significant presence in Asia and Europe through higher education programs and active research projects. This includes programs at RMIT's Vietnam campus and with partner organisations in Singapore and Hong Kong, and research activity at RMIT Europe, the University's innovation hub in Barcelona.

The College is recognised globally for its standing across numerous fields with Art and Design maintaining its number one spot in Australia and the Asia-Pacific, and 19th globally, in the 2023 QS World Rankings by Subject. Architecture and the Built Environment ranks second in Australia and 25th globally while Communications and Media Studies is ranked fourth in Australia and in the top 50 globally.

For more information see www.rmit.edu.au/dsc

School of Art

The School of Art is a School comprised of two disciplines, Art, and Photography. Currently in 2024, the School has 67.4 full time and continuing FTE across 79 staff.

The School of Art is an internationally renowned site for innovation and diversity in contemporary art, craft, photography and sound. Founded on a deep commitment to praxis, alternative ways of knowing and the role of art in global society, it aspires to achieve real and lasting impact.

RMIT University is ranked #1 in Australia and #11 in the world for Art and Design (2019 QS Rankings) placing the School of Art in the top echelon of the world's art and photographic educational institutions.

School of Fashion and Textiles

The School of Fashion and Textiles comprises of the disciplines of design, technology and enterprise and the WEFT research centre. Currently in 2024, the School has 59.9 full time and continuing FTE across 68 staff.

Our expertise and professional engagement allows students to stay up to date with current industry needs throughout their studies, meaning that students graduate highly sought after by industry and can find positions in all areas of the global fashion and textiles supply chain. Our students make their mark through sustainable and independent design practices and contribute to management and business operations through strategic fashion entrepreneurship.

Equipped to enter into the competitive fashion industry, our graduates can be found working for industry leaders including Dior, Alexander McQueen and Louis Vuitton, and shaping the local market at Country Road, Myer and Forever New.

RMIT is a global leader in fashion and textiles education. Our programs are internationally recognised, with graduates making an impact across the world.

Position Summary

The Senior Manager, School Operations is accountable for providing high-level strategic and operational business planning, advice and support to the Dean and School Executive, and ensuring school effort is focused and aligned to strategic objectives.

This position leads and manages efficient and effective school support services that enable the delivery of activities and the achievement of goals, and provides authoritative financial, governance and resourcing advice.

Reporting Line

Reports to: General Manager, College Operations

Dotted line to the Dean of the School of Art and the Dean of the School of Fashion & Textiles to ensure alignment with school strategic objectives and efficient and effective service delivery

Direct reports: 4-6

Organisational Accountabilities

RMIT University is committed to the health, safety and wellbeing of its staff. RMIT and its staff must comply with a range of statutory requirements, including equal opportunity, occupational health and safety, privacy and trade practice. RMIT also expects staff to comply with its policy and procedures, which relate to statutory requirements and our ways of working.

RMIT is committed to providing a safe environment for children and young people in our community. Read about our commitment and child safe practices. <https://www.rmit.edu.au/about/our-locations-and-facilities/facilities/safety-security/child-safety>.

Appointees are accountable for completing training on these matters and ensuring their knowledge and the knowledge of their staff is up to date.

Key Accountabilities

- Provide high-level strategic advice and support to the Dean and School Executive on the development and implementation of the strategic and operational planning processes, monitor progress throughout the year, evaluate outcomes and make recommendations for change.
- Lead and manage the business operations functions including resource management.
- Partner with the College General Manager and/or College teams to leverage and optimise College and University services, to deliver high quality and high impact outcomes in line with University policies and procedures.
- In consultation with the Dean, lead the development and preparation of annual budgets. Oversee school finances ensuring the Dean is kept abreast of the School's financial position, expenditure, and any irregularities. Engage regularly with finance stakeholders to resolve problems and ensure accuracy of budgets and forecasts.
- Ensure that School, College and University priorities are understood, and the School's planning activities encompass workforce and resource requirements in order to meet operational and strategic

- priorities
- Ensure the delivery of School operations, prioritized according to the academic calendar; staff and student belonging and industry engagement.
 - Oversee resource and funding impact analysis for new initiatives related to the School’s program portfolio and commercial activities. Prepare high-level working papers, submissions and proposals that support informed decision making
 - Lead and manage a team of service-oriented professionals through effective planning, workforce allocation, coaching and mentoring and managing performance to deliver high quality service whilst building and maintaining a values-based collaborative, inclusive and enabling culture with a focus on continuous improvement.
 - Partner with the College to drive standardization of policies and processes, implement initiatives focused on service improvement and business efficiencies to deliver continuous improvements across the operational activities of the school.
 - Develop and manage strong partnerships with other relevant business units, functional areas, and key staff, including provision of expert advice to ensure effective integration of internal and external policies and procedures.

Key Selection Criteria

1. Extensive experience in business planning, budgeting and financial management, resolution of complex operational issues, leading projects, and driving innovation.
2. Demonstrated experience providing high-level strategic support, advice and stakeholder engagement within a large complex organisation with an ability to understand issues at both a broad strategic and detailed operational level.
3. High-level conceptual, planning, and organisational skills with proven ability to work autonomously and utilise initiative and judgement to balance competing demands, priorities, timelines and expectations.
4. Outstanding written communication skills with demonstrated experience in producing comprehensive plans, recommendations, presentations, briefing papers, and action-oriented reports for a range of audiences.
5. Proven ability to build, lead, motivate and manage a diverse and effective team to achieve high standards of client services, teamwork and integrity.
6. High order analytical and problem-solving skills including the interpretation of policy, compliance, legislative and regulatory documents with an ability to balance the requirements of these with organisational objectives.
7. Highly developed interpersonal, negotiation and influencing skills coupled with the ability to establish positive working relationships to ensure high quality business outcomes.
8. Significant expertise in fostering a team culture that delivers a service-oriented experience within a complex environment whilst adapting to internal and external demands and ensuring continuous improvement

Qualifications

A postgraduate qualification with extensive relevant experience and/or an equivalent combination of relevant education/training and extensive experience.

Note: Appointment to this position is subject to passing a Working with Children Check and other checks as required by the specific role. Maintaining a valid Working With Children Check is a condition of employment at RMIT.

Endorsed:	Signature: Name: Title: Date:	Approved:	Signature: Name: Title: Date:
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